



Natural Resources Conservation Service
75 High Street, Room 301
Morgantown, WV 26505

February 14, 2006

WEST VIRGINIA BULLETIN NO: WV 360-6-4

SUBJECT: Request for FY 06 Telecommuting Agreement

Purpose: To inform all employees of annual requirements for Telecommuting Agreements.

Expiration Date: September 30, 2006

ACTION REQUIRED BY: March 15, 2006

Telecommuting Agreements need to be reviewed and renewed on a yearly basis. Supervisors are reminded to carefully review an employee's request to insure that the request is in the best interest of the agency and the employee. Telecommuting information and the agreement may be found in the [General Manual, Title 360, Part 429](#).

Telecommuting may be for a long-term recurring basis (over 6 months, up to 1 year), for a short-term basis (6 months or less), or for an infrequent basis (as needed, no set schedule, when projects/assignments have short turnaround times and/or require intense concentration).

Participation in the program on a long-term or short-term basis requires an approved, written agreement signed by the employee and management. All agreements must be reviewed at the beginning of each fiscal year and a new agreement signed, even if the terms remain the same.

All requests should be forwarded to the State Administrative Officer through appropriate channels.

If you have any questions or need additional information, please contact Charlotte Wertz, State Administrative Officer at (304) 284-7551.

/s/

RONALD L. HILLIARD
State Conservationist

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